

LC WORK SCHOLAR POSITION DESCRIPTION

Employment Levels

Entry Level	Intermediate Level	Skilled Level
Characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks and requiring direct supervision of worker results	Involves less direct supervision than entry level, more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job.	Work is typically skilled, requires little direct supervision, requires independent judgment on procedures, has variety, includes training others, and the expectation of contributions toward improvement of the way work is carried out.

In what employment level does this position fall (circle one)?

Entry Level

Intermediate Level

Skilled Level

Work Scholar job title: Physician's Assistant Student/Pre-Med Resident

Describe the duties of this position.

- **Attend volunteer professional provider staff during patient visits, both medical and dental.**
- **Provide EHR / Scribe support to volunteer providers.**
- **Develop adequate medical knowledge in order to see patients on own and present to professional provider staff.**
- **Work with professional pharmacy staff to learn medication availability and use.**
- **Work with nursing staff to ensure comprehensive visits for patients.**

List the learning opportunities for this position.

- **Electronic Health Records and scribing.**
- **Medical interviewing and charting.**
- **Medication familiarity and knowledge.**
- **Health care for vulnerable populations.**
- **Referral process for specialty care for patients.**

What qualifications are required for this position?

- **Respect for professional staff, other volunteers, and patients.**
- **HIPAA/HITECH training (which we can provide if necessary).**

What skills are required for this position?

- **Good communications skills and patience.**
- **Adaptability and flexibility in job training (willing to do 'lesser' jobs if needed).**